



12451

From: Commanding Officer, USCG Integrated Support Command Honolulu
To: Ms. Kathryn Yasukawa

Subj: CIVILIAN OF THE QUARTER

1. I am pleased to recognize you as Integrated Support Command Honolulu's Civilian of the Quarter for the second quarter of fiscal year 2000. During this period, you displayed superb professionalism and customer support as an Administration Assistant to the Engineering Department. You exemplified ISC Honolulu's mission and goal of Premier Pacific Support.
2. During this quarter, you created and customized data bases for the following: Engineering Shore Station Maintenance Records (SSMR); re-capitalization report for all structures on ISC Honolulu; master key control data base for over 500 assigned keys; data base for all electrical meters; and the new Facilities Work Order tracking system. All this was accomplished in a limited time and with the utmost professionalism. You dedicated numerous hours to creating and customizing these systems. You even went out of your way to purchase instructional books to assist you in solving any problem that occurred. Given all this additional work, you were still able to excel in your own duties and complete all assigned tasks. Lastly, you exercised sincere compassion in dealing with our customers and continued to strive to provide the best possible service to everyone. You were able to accomplish a high set of goals because you continuously exhibit a good work attitude, a strong sense of pride, and a commitment to cooperation.
3. As the Civilian of the Quarter, you will receive a \$200.00 On-the-Spot Cash Award, your name added to the perpetual Civilian of the Quarter Plaque in ISC's Administration Building, and you will receive four hours administrative leave. Congratulations on a job well done.

C.M. KELLY